

Minutes of the ATD Tulsa Chapter Board Meeting

Monday, June 10, 2019

3:30 p.m. to 5:00 p.m.

This meeting was held at Kendal Whittier Library, and via conference call.

Call to Order

President Walt Hansmann called the meeting to order at 3:32 p.m.

Roll Call

Walt Hansmann, CPLP, President
Linda Jenkins, Past President
Kim Boggs, VP of Marketing
Skip Eller, VP of Finance
Ashley Whitfield, VP of Membership
Stacy Davis, CPLP, VP of Programming

Absent

Michael Chancey, VP of Administration (Excused)
Lewana Harris, President-Elect

6 of 8 board members were present. A quorum was established.

Approval of the Agenda

Skip moved, Kim seconded approval of the agenda. MOTION CARRIED.

Approval of the Minutes of Previous Meetings

- a. Linda moved, Ashley seconded approval of the February 25 Board Meeting. MOTION CARRIED
- b. Kim moved, Ashley seconded approval of the May 6 board meeting minutes. MOTION CARRIED.
- c. In Michael's absence, a Bylaws and Policies committee meeting has not been scheduled.
- d. The Elections Committee has reviewed the Nomination forms and Elections rules. Nominations will be announced via email to members and at the June meeting.

Financial Report

- a. Skip reviewed the financial summary reports. He is still working to update the budget detail report.
- b. Skip will follow-up with AffiniPay to secure the card swipe. Until then, we will use PayPal for at-the-door credit cards payments.

Membership

- a. Ashley reviewed the monthly membership report with the board members present.
- b. Ashley will plan a new member / member event for late July to early August. Nominees for 2020 ATD Tulsa offices will be invited for the meet-and-greet. She will send a Doodle Poll to help determine dates.

Professional Development

- a. Stacy provided the survey results of the April and May monthly programs. Very few attendees are responding to the surveys.
- b. At the July board meeting, Stacy will provide RFPs for the November meeting, as well as early 2020 monthly program meetings.
- c. For the June meeting, ICE Insider, Lewana, Michael, Myra, Linda and Kim will present their tips.

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- d. Ashley will handle nametags.
- e. Cathy Fox has contacted Catering by Orr. She will not be at the meeting. Stacy will contact Orr with the headcount.
- f. Skip and Michael will both be at the meeting and will handle check-in.
- g. We do not need a Power Member Minute this month, due to the ICE Insider presentations.
- h. Walt will prepare and distribute the opening PowerPoint. If anyone has information to include, please send it to Walt by Tuesday the 18th.
- i. Kim will add photos and details to the event page and the reminder emails.
- j. Linda will have ICE bling and goodies for door prizes.

Communication

- a. The deadline for the April newsletter is Tuesday, June 25, 2019.
- b. We need a volunteer for the featured board member.
- c. The announcement for nominations will be in the Newsletter and will be sent in a separate message.

State Conference

- a. The conference is Friday, October 25, with a pre-conference on Thursday, October 24.
- b. Walt prepared a side-by-side comparison of the proposals received and sent all the information to the conference committee. Linda and Walt were able to visit all three properties that submitted complete proposals: Crowne Plaza Tulsa Southern Hills; Osage Hotel and Casino; and Wyndham Tulsa. Skip moved, Kim seconded to select Crowne Plaza Tulsa Southern Hills as the host facility for the 2019 ATD Oklahoma Statewide Conference. MOTION CARRIED. Walt will notify the hotels.

Old Business

There was no Old Business

New Business

- a. Linda shared several key takeaways from ICE, specifically from the Chapter Leader morning event.
- b. Linda suggested using the ATD Members in Oklahoma who are not chapter members to invite them to be our guests at the June ICE Insider meeting. She offered to use her two complimentary registrations as a sponsor, along with her guest pass. Other board members also offered their guest passes. Ashley will secure the list. Walt and Linda will wordsmith the message. Walt will send the message from the President email account.

Action Items

- a. Skip will follow-up with AffiniPay to secure the card swipe. Until then, we will use PayPal for at-the-door credit cards payments.
- b. Ashley will plan a new member / member event for late July to early August. Nominees for 2020 ATD Tulsa offices will be invited for the meet-and-greet.
- c. Ashley will send a Doodle Poll to help determine dates.
- d. Stacy will provide RFPs for the November meeting, as well as early 2020 monthly program meetings for review at the July Board Meeting.
- e. Ashley will handle nametags for the June meeting.
- f. Stacy will contact Orr with the meal headcount for the June meeting.
- g. Walt will create the opening PowerPoint.
- h. Kim will add photos and details to the event page and the reminder emails.

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- i. Linda will provide ICE bling and goodies for door prizes.
- j. Ashley will secure the ATD Oklahoma Member list.
- k. Walt and Linda will wordsmith a message to invite non-chapter ATD members as guests to ICE Insider.
- l. Walt will send the email from the President email account.
- m. At the July Board meeting, we will review the chapter plan and progress to date.
- n. Upcoming board meetings will be:
 - Monday, June 10 - 3:30 to 5:00 PM
 - Monday, July 8 – 3:30 to 5:00 PM
 - Monday, August 5 – 3:30 to 5:00 PM
 - Monday, September 9 – 3:30 to 5:00 PM
 - Monday, October 7 – 3:30 to 5:00 PM
 - Monday, November 4 – 3:30 to 5:00 PM
 - Monday, December 2 – 3:30 to 5:00 PM

Adjournment

The meeting was adjourned at 4:56 p.m.

Respectfully submitted by Walt Hansmann, CPLP